

## BOARD OF CONTROL ADOPTED POLICIES

The Board of Control has established many regulations and policies during its regular meetings. The following are the primary policies that affect daily operations at the Association. Reference numbers are directly related to the section and number of the KHSAA policy that is Section VI of the KHSAA Policies and Procedures Manual.

### POLICIES ON MEMBERSHIP IN THE ASSOCIATION

Articles III and VI of the KHSAA Constitution detail the Board of Control's duty to develop standards for membership in the KHSAA and authorize the denial of membership applications for sufficient cause. The following policies detail that duty.

#### Operational Procedures

Membership Forms are distributed to current members on or about May 1 for the following year along with the bill for membership dues.

Membership applications are also distributed as requested from other prospective KHSAA member schools.

Membership applications are due to the KHSAA by July 1. Previous member schools are generally be given until their opening day of school to join without penalty.

At the July Board of Control meeting, the Commissioner reports to the Board of Control on recommendations for approval of the membership list for the coming school year. The Board is compelled to take action on those recommendations.

#### Basic Membership Criteria

Pursuant to 702 KAR 7:065, Section 1, the KHSAA has been designated as the Kentucky Board of Education's agent to manage interscholastic athletics at the high school level in the common schools, including a private school desiring to associate with the KHSAA and compete with a common school. Any school desiring to associate with the KHSAA shall complete, sign and submit this application to the KHSAA together with the applicable dues, which shall be considered by the KHSAA Board of Control. The following are the basic criteria for membership in the KHSAA:

1. The school shall have the 12th grade as the terminating grade, and not enroll students in only grades K-5;
2. The school shall be registered with the Kentucky Department of Education, and have been issued identifying codes and classifications within the policies of that agency;
3. The school shall be accredited by the Kentucky Department of Education if such accreditation is provided; otherwise, the school shall fit into one of the following categories as defined by the Kentucky Department of Education – A1 (District operated general or multi-program school), D1 (State Department of Education operated school), F1 (Federal Dependent school), J1 – Roman Catholic School, M1 – Other religious school or R1 – Private, non church school;
4. The school shall agree, through this application and other monitoring methods, to adhere to and abide by the KHSAA Constitution, Bylaws, Tournament Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;
5. A new school formed by the local board of education from existing KHSAA member schools shall be immediately eligible for championship participation upon acceptance of the application for new membership; whereas, any other school applying for new membership shall be ineligible for championship play during a two-year probationary period from the date of acceptance of the application; and
6. The school shall pay the membership dues and any and all assessed fines by the imposed deadline.

#### Reasons to Deny or Revoke Membership

The following is a list of reasons that the KHSAA Board of Control may either deny an application, suspend or revoke membership in the KHSAA:

1. Failure to satisfy any of the Basic Membership Criteria enumerated above;
2. Failure to adhere to and abide by any of the Agreements enumerated below; or
3. A documented pattern of continual violations and a general lack of institutional control as defined in KHSAA Bylaw 33.

#### Compliance Expection of Membership

Each school desiring to join the KHSAA shall attest to compliance with certain specific requirements of the Board of Control. By signing an application on behalf of this school, the Principal shall

acknowledge that the local Board of Education or School Based Decision Making Body has given the Principal authorization to apply for renewal of membership in the KHSAA.

The Principal shall acknowledge that the school is a voluntary member of the KHSAA and is in compliance with the KHSAA Constitution, Bylaws, Tournament Rules and all other policies and directives of the KHSAA Commissioner or Board of Control. The Principal shall, on behalf of the member school, acknowledge the following membership stipulations:

I further acknowledge that this school is a voluntary member of the KHSAA and is in compliance with the KHSAA Constitution, Bylaws, Tournament Rules and all other policies and directives of the KHSAA Commissioner or Board of Control.

I further acknowledge that I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Tournament Rules, Due Process Procedure and all other policies and directives of the KHSAA Commissioner or Board of Control as now enacted or later amended.

I further acknowledge that this school will abide by any and all of the rulings of the KHSAA Commissioner, Assistant Commissioners, Hearing Officer and Board of Control, and at all times act in the best interests of the KHSAA.

I further acknowledge that this school will self-report any and all violations of the KHSAA Constitution, Bylaws, Tournament Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer or Board of Control.

I further acknowledge that the management of the athletic program is not in contradiction to state or Federal law, including the the submission of the proper materials in a timely manner as requested by the Commissioner to fully comply with 702 KAR 7:065, Section 2(13) as it relates to monitoring compliance with 20 USC Section 1681 (Title IX).

I further acknowledge that the KHSAA may impose penalties including forfeit, warning, reprimand, probation, suspension, restitution and payment of a fine, against this school for violation of the KHSAA Constitution, Bylaws, Tournament Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and agree to timely adhere to and abide by any and all penalties assessed against this school under Bylaw 33 or any other Bylaw, rule, regulation or policy.

I further acknowledge that this school will comply with the principles of institutional control as defined by KHSAA Bylaw 33 and the KHSAA's interpretations thereof.

I further acknowledge that the KHSAA may toll a period of ineligibility after the anticipated expiration date in an amount of time equal to the time the student participated while ineligible.

I further acknowledge that this school will comply in a timely manner with any and all requests by the KHSAA and its officials for information, records and reports.

I further acknowledge that all records of the school including financial, scholastic and attendance, are open and available for inspection by the KHSAA and its officials.

I further acknowledge that this school has distributed KHSAA Form GE04 in its entirety, including the applicable student eligibility rules and the Physician consent and Parental permission forms to each prospective student-athlete, and that this school properly maintains on file the written permission of the parents of each student-athlete and the required physical examination form until the student graduates from the school

I further acknowledge that this school has ensured that each student-athlete has insurance coverage up to the KHSAA Catastrophic deductible prior to allowing them to practice or play.

I further acknowledge that this school has maintained compliance with KHSAA Bylaw 25 as it relates to the loss of school time for regular season athletic contests, and does not schedule regular season contests that directly conflict with the academic school day.

I further acknowledge that this school has properly monitored

the playing of scrimmage and regular season contests, and has not violated the provisions contained in Bylaw 25, Limitation of Seasons in any KHSAA sport, and will self-report any violations of these limitations.

### **School Membership Dues**

Schools desiring to become a member of the Association shall pay a fee in accordance with their enrollment on the following schedule adopted in April, 1992.

Schools enrolling 1-400 students in grades 9-12 shall pay \$800;

Schools enrolling 401-610 students in grades 9-12 shall pay \$1000;

Schools enrolling 611-899 students in grades 9-12 shall pay \$1200; and,

Schools enrolling more than 899 students in grades 9-12 shall pay \$1400.

## **SPORTS SANCTIONING/SPONSORSHIP POLICY**

### **Requirements For Sanctioning A Sport**

The KHSAA Board of Control sanctions (approved for practice and play and provides the Catastrophe Insurance for) all events for which the KHSAA sponsors a state high school championship and all events in which the KHSAA provides rules interpretation clinics but does not sponsor state high school championships. Under this definition, the sports of baseball, basketball, cross country, field hockey, football, golf, soccer, softball (fast and slow pitch), swimming, tennis, indoor and outdoor track, volleyball and wrestling are insured. In addition, the catastrophic insurance shall cover competitive cheer competitions during which the competition is conducted within the stunt limitations of the National Federation Spirit Guide.

Such sanctioning shall allow students to participate in these sports as long as they are compliant with all applicable KHSAA bylaws regarding student eligibility.

### **Method Of Determining Interest in New Sports**

The KHSAA is to survey its membership every three (3) years thereafter to measure desire for a new offering or elimination of an existing offering. The KHSAA Limitation of Seasons shall not address a specific sport unless and until it meets the desired participation threshold to allow for the maximum opportunity to expose the sport to growth.

### **Schools Necessary to Start New Sport**

Unless otherwise approved by the Board of Control, in order for the KHSAA to sponsor a state playoff in a new sport, there shall be at least 20% of the member schools desiring to participate by showing a favorable response on the interest survey.

### **Schools Necessary to Continue Existing Sport**

In order for the KHSAA to continue a playoff system for a sport and unless there is prevailing action by the Board of Control, there shall be at least 15% of the member schools desiring to participate by showing a favorable response on the interest survey.

## **STUDENT CATASTROPHE INSURANCE**

### **Catastrophic Insurance Coverage**

At its discretion, the Board of Control may fund the payment of the premium for a Catastrophe Insurance program for student athletes who are members of sanctioned sports teams and cheerleading squads. Cheerleaders are included in the catastrophic insurance coverage as long as they comply with stunt limitations as enumerated by the National Federation Spirit Committee and KHSAA Bylaw 25.

For the 2008-2009 school year, the Kentucky High School Athletic Association will again maintain, at no additional cost to the member schools, catastrophic insurance coverage for all participants in interscholastic athletics while traveling to or from, practicing for, or participating in, an athletic contest sanctioned by the KHSAA during the period governed and defined by Bylaw 25.

The policy is carried through Mutual of Omaha and is administered by a Kentucky based broker. The policy is only in effect during the defined Limitation of Seasons (Bylaw 25) and only during permissible activity. The policy carries a \$25,000 deductible for regular season contests, and is considered "excess" insurance, which does not take force until all other existing sources of insurance by the participants' family and school have been exhausted. The policy has a medical maximum payout of \$5,000,000 with a 10-year benefit period.

For 2008-2008, this coverage to cover -

Those students participating in all events during the time defined by Bylaw 25 for which the KHSAA sponsors a state high school championship,

Competitive cheer competitions during which the competition is conducted within the limitations of the National Federation Spirit Guide, and

The preseason activity under the direct supervision of the high school coaches in football on or after July 15, provided that activity is on campus, non-contact, non-interscholastic and no equipment is worn with the exception of a helmet.

This would specify that student-athletes are insured while representing a member school during the prescribed Limitation of Seasons in the sports of Baseball, Basketball, Field Hockey, Football, Golf, Soccer, Softball, Swimming, Tennis, Track / Decathlon / Heptathlon / Pentathlon/Cross Country, Volleyball, Wrestling and the sport activity of Competitive Cheer.

### **Insurance Coverage Below The Catastrophe Deductible**

According to Bylaw 2, a school shall ensure that all of its student athletes are insured up to the deductible amount of the KHSAA Catastrophe policy before participation. The Board of Control and staff continue to study alternative methods of reducing insurance costs for the KHSAA and the cost of member schools providing this coverage for students.

## **KHSAA TICKET PRICES AND POLICIES**

### **Basketball (Boys and Girls)**

#### **Board of Control/Staff**

Each current Board of Control member and currently employed KHSAA staff member will receive two (2) complimentary tickets to each tournament. Each person shall sign a statement upon receipt of the tickets that they are for personal use. The Board of Control and staff also have the option of purchasing two seats adjacent to the complimentary tickets, and additional seats in a more desirable location in the arena. Any tickets other than the complimentary tickets shall be purchased for full face value.

#### **Complimentary Tickets**

The Board of Control authorizes the Commissioner to issue a maximum of 400 complimentary sets of tickets to the Boys' and Girls' Tournaments, to be distributed in a manner decided by the Commissioner. Included in this allotment would be the tickets listed above for the Board of Control and staff and other complimentary tickets deemed in the best interest of the Association. Specifically approved are a maximum of forty (40) tickets to be used in exchange sponsorships with automobile dealers in exchange for furnishing the association automobiles (eight (8) per automobile), and two (2) tickets upon request for any former member of the Board of Control. The Commissioner shall designate a section of seating to accommodate not more than two (2) seats per former Board of Control member.

#### **Priority Sales for Schools**

Priority location tickets will be sold to member school principals (limit 4), and member school superintendents (limit 2), for full face value for the entire tournament. These seats shall be located in the most desirable sections of the lower/side arena if requested by the published deadline. All requests for priority seats received after the published deadline will lose seating priority.

### **Football**

#### **Complimentary Tickets**

The Board of Control authorizes the Commissioner to issue a maximum of 400 passes to all championship games to be distributed in a manner decided by the Commissioner in the best interests of the Association. Included in this allotment would be Board of Control members and staff members and any corporate exchange agreements. The Commissioner shall designate a section of seating to accommodate not more than two (2) seats per former Board of Control member.

### **Baseball**

#### **Complimentary Tickets**

The Board of Control authorizes the Commissioner to issue a maximum of 400 passes to all championship games to be distributed in a manner decided by the Commissioner in the best interests of the Association. Included in this allotment would be Board of Control members and staff members and any corporate exchange

agreements. The Commissioner shall designate a section of seating to accommodate not more than two (2) seats per former Board of Control member.

### **Ticket Prices and Policies on Other Sports**

Ticket prices in all sports are reviewed by staff and the Board of Control. The Board of Control authorizes the Commissioner to enter into special agreements to sell reduced price admission in an effort to promote the tournament. All other tickets shall be sold at the full face value based on the published prices.

## **CHEERLEADING INFORMATION**

### **National Federation Policy Statement Concerning Cheerleaders**

Included in the statement of philosophy adopted by the NFHS Spirit Committee is the following: "Cheerleaders shall serve as a support group for the interscholastic athletic program within the schools, and, as such, play a very important role in the administration of athletics contests. Each squad shall strive to boost school spirit, promote good sportsmanship, develop positive crowd involvement, and help student participants and spectators achieve the most worthwhile educational objectives of the interscholastic program."

The philosophy statement also noted that cheerleading activities shall center on leading or directing the cheers of fans and that performing is a secondary role of cheerleading.

The NFHS Spirit Committee noted that risk minimization is very important, and that responsibility for safety rests with each high school and the cheerleading coach/supervisor. The committee said that each school's coach/advisor may modify the above recommendations to reflect the age, training, experience and athletic ability of the student in his/her school.

### **Summary of Bylaw Applicability to Cheerleaders**

Bylaws 2, 25, 26, 27 and 33 are KHSAA requirements and regulations for cheer participants and teams. Other rules for eligibility for cheer participants are to be determined at the school level.

KHSAA Eligibility Bylaw 2 specifically within its text requires a physical exam prior to participation by cheerleaders. This is essential for the KHSAA to maintain its current Catastrophic Insurance Coverage for Cheerleaders.

KHSAA Eligibility Bylaws 3 (Age), 4 (Enrollment), 5 (Academic), 6 (Transfer), 7 (Financial Aid), 8 (Out of Season Play), 9 (General Eligibility) and 10 (Recruitment) do not apply to cheerleaders or any other sport or activity for which the KHSAA does not sponsor a championship.

KHSAA Bylaw 25 (Limitation of Seasons) applies to cheerleading coaches explicitly within the rule. This provision is necessary to maintain the current Catastrophic Insurance Coverage for Cheerleaders.

KHSAA Bylaw 26 (Summer Dead Period) and Bylaw 27 (Requirement for Coaches) apply to cheerleaders and cheerleading coaches explicitly within the rule.

KHSAA Bylaw 33 specifically applies to cheerleading in certain penalty provisions, including the penalty for performing a stunt not allowed by National Federation Rules.

### **Title IX Applicability to Cheerleading**

Federal regulations state that cheerleading is not considered a sport for the purposes of counting sports participation for Title IX purposes. Further, the KHSAA defines "sport" in its bylaws as those athletic events for which the Association conducts a state championship or licenses officials.

## **KHSAA MEDIA AND REGULATIONS**

### **Media Policies and Rights**

- 1) State rounds of the KHSAA postseason championships are the exclusive rights of the KHSAA. No member school may sign an agreement that includes rights to state contests (delayed or live).
- 2) No member school can sign an exclusive agreement for a postseason round (District, Region, Sub-Section, Section) without agreement between the schools and approval of the KHSAA Office.
- 3) No member school can sign an exclusive regular season agreement that would "Shut out" its opponent from any audio, video streaming or having the opportunity to do so.
- 4) At all levels of competition during postseason play, the rights to such contests are owned exclusively by the KHSAA. In general,

the management of those rights is delegated to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition. At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights.

Cable companies and other outlets desiring to tape the contest for delayed rebroadcast shall receive the permission of the event manager, and the manager has the right to set and collect any fee which he or she may deem appropriate as an offset to any perceived lost ticket revenue. At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Sports Information Director and Assistant Commissioner, and shall be approved by the Commissioner of the KHSAA. All telecasts and cablecasts at levels of KHSAA competition other than the state final competition, shall be governed by the local manager.

### **Participating Teams Videotaping**

At the discretion of the event manager, and if space is available, participating teams in KHSAA events shall be allowed space, for the purpose of recording the game. If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area. It shall be solely the determination of the event manager as to space availability. The manager of all state final championships is the Association Commissioner.

If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association will be held blameless for any and all liability to those parties involved in the taping, and that the school will make no copies of the tape or film.

### **Fans and the General Public Videotaping**

The Association shall allow for the taping of KHSAA sponsored competition by persons whose equipment is totally self-contained, is for personal use, will not be duplicated and the equipment can be operated from the confines of the seat that the person occupies. However, at the discretion of the event manager, taping may be prohibited if attendance figures or ticket sales indicate that the allowance of taping would impose on the comfort and view of other paying patrons. No support equipment, i.e., electric power supplies, tripods, etc. shall be allowed. The determination as to space availability and other technical requests shall be solely to the discretion of the event manager. If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area. All requests for videotape and film space at levels below the state championships shall be directed to the event manager, and his or her decision as to space availability shall be final.

### **Association Taping Privileges**

The Kentucky High School Athletic Association reserves the right to tape any of its state championship rounds, and to make the tapes available in a reasonable amount of time and at a reasonable rate. The Association list of events to tape is including but not limited to, Soccer Championship (boys' and girls'), Volleyball Championship, Football Championship Games (all four classes), State Boys' Basketball Tournament (championship game), State Girls' Basketball Tournament (championship game), State Baseball (championship game), State Fast Pitch Softball (championship game) and the State Wrestling Championships (final rounds in each class).

## **OFFICIALS DIVISION POLICIES**

### **Cancellation or Postponement of Contests**

It is the duty of the home school to properly notify the contest officials in case of cancellation or postponement of the athletic contest. Failure to properly notify the officials prior to leaving home will cost the school a contest fee per official as established by the Board of Control.

If a contest is postponed after the start of the contest due to inclement weather, the officials originally assigned to the contest shall make every effort to be available for the completion date. The member schools will not be liable for an additional contest fee for



the officials to work the re-scheduled contest, but will be liable for an additional travel expense (mileage) fee. Each local officials' association is to implement a policy for the remuneration of officials working a re-scheduled contest who were not originally assigned to the contest.

If a contest is canceled while the officials are en route, the home school is responsible for the payment of a travel expense (mileage) fee to the crew of officials, plus a fee of 1/5 of the scheduled contest fee to each official.

If a contest is canceled and the officials notified prior to departure, there is no financial liability on the part of the school.

#### **Amended Federal Consent Decree of 1971 (1987) (2008)**

1. As provided by KRS 156.070, the State Board of Education, under its general powers and duties, has the management and control of the common schools. It is the judgment of the court that this responsibility and control cannot be avoided or relegated to the Kentucky High School Athletic Association and that the Board is accountable to see that the Kentucky High School Athletic Association, acting in a ministerial capacity, shall observe the requirements of the law in fostering and encouraging the participation in athletics of all who desire to so participate irrespective of race or color. Such participants shall be given a full and equal opportunity to have positions and places of responsibility in the high school athletic program in all its phases.
2. The Kentucky High School Athletic Association shall continue under its rules and by-laws in the structure of its present organization subject to the directives of this decree.
3. The constitution and by-laws of the Kentucky High School Athletic Association shall be changed and modified as follows:
  - (a) The members of the Board of Control shall be elected for a period of four years as now provided. There shall be 12 members of the Board of Control, at least two of which shall be black, and at least two of which shall be female.
  - (b) The Commission shall be composed of a Commissioner and four or five Assistant Commissioners, at least one of which shall be black and at least one of which shall be female.
  - (c) The Delegate Assembly shall not be limited in its membership to Principals of accredited secondary schools of good standing in the Kentucky High School Athletic Association, but shall be composed of Administrators, Principals or faculty members of schools or school systems. While it is not practical to require a percentage of blacks to be named as Delegates, the districts shall bear in mind that a reasonable proportion of the Delegate Assembly shall be blacks.
  - (d) Where the use of registered officials is required, such officials for each athletic contest in football, basketball and baseball shall be selected and shall be given to the schools involved at a reasonable time before the contest. Any head coach who objects to the selection of a certain official or officials to serve in contests in which his team will participate shall have a right to file a written protest with the Commission if filed a reasonable time before the contest. What is a reasonable time to be determined by the Commission. The Commission shall have a right to make such changes as it deems appropriate and in the best interest of the sport. It is recognized that to make out such a schedule is a very involved and tedious task and the Commission shall have authority to employ such assistance as it feels proper, subject, of course, to its supervision.
4. The Association shall establish a list of qualified officials to officiate in all high school sports and shall require that only such officials may officiate in interscholastic athletic competition. It may classify officials as Level 1, Level 2 and Level 3 and in so doing may adopt the standards now employed by the Association.
5. Pursuant to paragraph 5 of the original Decree herein filed Kentucky High School Athletic Association was required to take affirmative action to recruit black officials in the sports of basketball, football and baseball and was further required to report to the court within 60 days from the date of the original Decree concerning such action. An affidavit has been filed in the record herein on November 15, 1971, showing the results of such action. Kentucky High School Athletic Association shall

make available to all persons so recruited academic and practical training, including participation as officials in practice, junior varsity and similar contests. The objective shall be to cause such persons to become fully qualified to participate as officials in varsity contests as soon as practicable.

6. The Second Amended Answer of defendants, Kentucky High School Athletic Association and Ted Sanford, pleading the amendment of Article IV, Section 2(a) of the Constitution of Kentucky High School Athletic Association be and it is hereby ordered filed and entered of record herein.
7. Plaintiffs herein represent of record all blacks constituting a class so numerous to make it impracticable to bring them before this court. The questions of law and fact affecting the rights of such plaintiffs raised herein by pleadings and proof are common to all blacks and are typical of the claim of the class of blacks. Therefore plaintiffs herein represent of record as a class all blacks as a whole.

The Court is fully aware that at this date the high school football season is well advanced and it is not practicable to undertake to invoke the changes directed by this decree to apply to the high school football contests. The football season may proceed to its ultimate conclusion under the plan now in effect as provided by the Kentucky High School Athletic Association Constitution, Bylaws and tournament Rules 1970-71. In all other respects this decree is effective as of the date it is signed by the Court.

#### **Conflict of Interest Statement for Assigning Secretaries**

For the purpose of definition, an Assigning Secretary shall be an individual designated by the KHSAA in consultation with a local policy board to issue game assignments for KHSAA member schools from a pool of licensed officials.

An Assigning Secretary—

- 1) Shall not serve as a voting member of a local policy board or officials' association;
- 2) Shall not officiate interscholastic competition in the sport and on the level at which he/she is making game assignments unless approved in writing by the Commissioner;
- 3) Shall be required to attend annually a meeting of all assigning secretaries in the sport which he/she assigns games, provided such a meeting is held in the sport;
- 4) Shall be required to annually attend the required rules clinic for officials and coaches in the sport in which he/she assigns games, provided such clinics are held;
- 5) Shall have his/her entire salary paid for the assignment of games (provided a salary is to be paid) by the local policy board or officials' association or a combination thereof.
- 6) Shall be directly responsible to the KHSAA Assistant Commissioner with duties covering the sport in which game assignments are being made and to the person designated as the Supervisor of Officials.
- 7) Shall adhere to all applicable regulations contained in the Officials Guidebook.

#### **OTHER BOARD OF CONTROL ADOPTED POLICIES**

Many decisions are made that are only recorded in the minutes of the Board of Control meetings. The following represent some of those items that all KHSAA constituencies are to be aware of:

##### **Policy on Anonymous Calls and Letters**

Bylaw 16 requires all material submitted regarding the KHSAA for protests and reporting of violations to be in writing. If such reports are anonymous, the letters shall be forwarded by the Commissioner's office to the school administrator of the school in question, with no further action taken by the KHSAA unless that administrator reports a violation or further substantiated and signed information is received. Anonymous callers shall be informed that the KHSAA staff has no authority to act on anonymous calls.

##### **Policy on Accepting Calls from Member Schools and the General Public.**

The KHSAA staff prioritizes calls from the member school representatives. The KHSAA staff receives hundreds of phone calls and electronic mail messages each week from member schools. Because the KHSAA exists to serve the member schools, responding to their inquiries is the top priority. The large volume of calls from parents and students has dramatically effected our ability to serve the member schools. School administrators will remain the first and preferred contact resource for parents and students. The KHSAA

will refer calls from parents or students to the appropriate school personnel, and ask that the administrator contact the KHSAA if there is a need for a specific answer or rules clarification.

### **Severe Weather Policy**

The Referee or head official shall delay or cancel a competition at the first site of lightning or sound of thunder at the site and the site shall be cleared of all persons immediately by event administration. If it is anticipated that the storm will pass, the competition may be resumed following a three (3) minute warm-up period, no sooner than thirty (30) minutes after the last sight of lightning or the last sound of thunder.

If the severe weather is of great length or intensity, the Referee or lead contest official has the responsibility and authority to cancel the competition. Officials are encouraged to learn the weather forecast prior to game time. Safety of the public and participants is the most important factor in any decision of this type.

If a contest is postponed after the start due to inclement weather, the officials originally assigned to the contest shall make every effort to be available for the completion date. The member schools will not be liable for an additional fee for the officials to work the rescheduled game but will be liable for any additional travel expense (mileage) fee. Each local officials association is to implement a policy for the remuneration of officials working a rescheduled contest who were not originally assigned to the contest.

If a contest is cancelled while the officials are en route, the home school is responsible for the payment of a mileage fee to the official or crew of officials, plus a fee of 1/5 of the scheduled contest fee to each official.

If a contest is cancelled and the officials are notified prior to departure, there is no financial liability on the part of the school.

### **Recommended Security Practices For Contests**

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision. The National Federation and the Kentucky High School Athletic Association have made a strong effort in reminding all state associations and member schools of the importance of member schools understanding of the necessity for adequate security.

Crowd control has become a major emphasis across the nation and though many schools have provisions in place, it is important to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this shall be an integral part of your athletic planning process.

### **Statement On Ethnic and Cultural Diversity & Sexual Harassment**

The KHSAA recognizes the cultural diversity of its member school athletes, coaches, fans and spectators. The Board of Control encourages each of its member schools to educate its participants and all parties involved in the sports program as to the need for a united approach to solving problems. Prejudice on the basis of sex, creed or ethnic origin cannot be tolerated. The KHSAA encourages each of its schools to unite in this effort. The KHSAA has no tolerance for sexual harassment or discrimination based on gender. If such acts are discovered during the course of normal operations, all information will be forwarded to the proper authorities.

### **Retaining Legal Firm(s)**

The Board of Control through the Commissioner may retain firms for legal assistance. It is not necessary that the same firm be retained for court appearances and defense as is retained for administrative purposes.

### **Legal Assistance**

The Commissioner shall have the authority to engage the Association's legal firm(s) in defense of Association rules and for consultation. This may or may not include attendance at Board of Control meetings and eligibility hearings. Any case proceeding past the Kentucky Court of Appeals would require Board of Control approval to proceed.

### **Fund Raising Policy**

The Association, through the Board of Control, may approve fund raising projects not included in the operating budget of the Association. Any new fund raising project shall be projected to receive no revenue for the first year to eliminate any budgetary

dependence on the item.

All fund raising projects shall be presented to the Board in a general meeting, and shall require a minimum of two readings at two different sessions for approval. No policy shall be permitted to be approved which is contrary to KHSAA rules, or which would require the eligibility rules of the Association to be waived, or which would place a student-athlete's health, safety, or eligibility in jeopardy.

### **Participation in Boys and Girls Basketball**

Any secondary school which maintains a basketball team for boys for other than intramural purposes, shall maintain the same program for girls. (KRS 157.350 (2))

### **Limitation of Seasons**

The official Limitation of Seasons policy was adopted at the April, 1982 meeting, and is now Bylaw 25.

### **Deadline for Membership**

The deadline for a school to apply for membership to the KHSAA is September 1st of each year. (October, 1983 meeting)

### **Ninth Grade Regulations**

Student eligibility rules apply to all students enrolled in grades nine through twelve no matter where enrolled. (November, 1983 meeting)

### **Deadline for Entering Championships**

The deadline to enter a team in sports competition is August 1 for fall sports; November 1 for winter sports; and the March 1 for spring sports.

### **All-Star Game Rulings**

Seniors shall be considered to be under the jurisdiction of the appropriate collegiate governing body (NCAA, NAIA or NJCAA) following the completion of athletic eligibility in football and basketball as it pertains to All Star Games in those sports, and not subject to penalty for participation during school year. (Bylaw 8 interpretation, October, 1985 meeting.)

### **District Tournament Requests**

The member schools in a district SHALL establish a rotation plan for hosting the tournament. The schools by majority shall decide what playing facilities can hold the attendance of the last five years of the tournament based on the fan followings of the schools and other logistical needs such as accessibility, parking, etc. Though it is not necessary that all schools be allowed to play the tournament in their gym, the hosting of the tournament and serving as manager it is to be played at the sites able to accommodate the tournament, with each school having the opportunity to host/manage the tournament including the concessions, parking and ancillary revenue that comes with hosting. If there is a disagreement, the Board of Control shall serve as the final resolution and the staff will assist in those determinations.

### **Corporate Partnerships/Sponsorships**

The Association actively seeks Corporate Partnership/Sponsorship for its activities to help with the funding of the Association's operations. All new contracts for Corporate Partners are to be approved by the Board of Control.

### **Heat/Humidity Measurement and Compliance Program**

All KHSAA member schools in all sports shall comply with the recommended Heat and Humidity Illness and Injury Prevention Program including all reporting mechanisms and shall submit these reports (in compliance with Bylaw 17) in a timely manner. (May, 2005 meeting)

### **Required Attendance by Principals at Meetings**

The Commissioner shall ensure that each member school Principal attends on an annual basis, at least one meeting to ensure an understanding of KHSAA Rules, Regulations, Policies and Procedures. This meeting (in compliance with Bylaw 1) shall be attended by the Principal. In the absence of the Principal, the Superintendent may designate an individual holding a Principal's Certification to attend the meeting and be compliant with the requirement. KHSAA staff shall ensure that all Effective Leadership and Professional Development Credit is sought for attendees at these meetings. Schools failing to send a representative may be suspended from membership in the Association or otherwise penalized in accordance with KHSAA Bylaw 33. (May, 2006 following consideration by Current Issues Review Committee)

## **AWARDS GIVEN BY OR ON BEHALF OF THE ASSOCIATION**

### **Board of Control Recognition**

Individual awards of appreciation are presented to each member of the Board of Control as they complete their term on the Board of Control.

### **KHSAA Citation Award**

This award may be presented to individuals selected for distinguished service and dedication to high school athletics.

### **Game Guy/Gal Award**

Since 1949, the KHSAA has presented an award (trophy) to the individual athlete (boy or girl) who has overcome a handicap to participate in interscholastic athletics. Nominations are to be received in the KHSAA office by April 1 and the Commissioner and the Association staff make the selection. The athlete's principal or coach presents the award during the school's award ceremony.

### **Ted Sanford Award**

This award is sponsored by the Louisville Courier-Journal, and is selected by a committee composed of school personnel from throughout the state. The award is given to the participant in the Boys' State Basketball Tournament who excels in four areas; basketball ability, sportsmanship, academic accomplishments, and citizenship.

### **J. B. Mansfield Award**

This award is sponsored by the Louisville Courier-Journal, and is selected by a committee composed of school personnel from throughout the state. The award is given to the participant in the Girls' State Basketball Tournament who excels in four areas; basketball ability, sportsmanship, academic accomplishments, and citizenship.

### **Sweet Sixteen® Academic Scholarship Awards (Boys and Girls)**

The first academic scholarship awards were given at the 1985 tournament. That year, one scholarship in the amount of \$1,000.00 was presented at both the boys' and girls' tournament. Since that time scholarships have been given to worthy participants from a variety of sources including the Dawahares clothing stores, primary sponsors of the Dawahares / Kentucky High School Athletic Association Hall of Fame, and many other KHSAA Corporate Partners. Each participating school is requested to submit the grade point average, list of activities and community involvement on each of its nominated participants. The Commissioner and members of the staff select the recipients.

### **Insight/KHSAA Academic All-State Program**

Initiated in 1985, the KHSAA annually awards to students in the state of Kentucky "Academic All-State" recognition. The awards, in the form of certificates, are presented to students who have maintained a minimum cumulative grade point average of 3.25 on a four-point scale. Those students are awarded "Honorable Mention" recognition. Students maintaining a 3.75 cumulative average on a four-point scale are designated "First Team". The awards are based on cumulative grade point averages from the time of enrollment in ninth grade, are given only to varsity participants, and only to participants who are enrolled in grades nine through twelve. Insight has been the corporate sponsor of the program since 2005.

### **Forcht Group/KHSAA Sportsmanship Scholarship Program**

Initiated in 1997, the KHSAA honors one boy and girl from each region for their sportsmanship in athletics. Each member school selects a winner at the school level. The school winners advance to the regional level and are judged by a panel of local school administrators. The regional winners are eligible for a statewide honor by submitting an essay on the importance of sportsmanship in athletics. A state-level panel judges essays. In May of each year, all 32 regional winners are honored with a banquet and receive a plaque for their achievements. Thanks to Wallace's Bookstores, the program sponsor from 1997 to 1999, and First Southern National Bank the sponsor for 2000-2003, and the Forcht Group (formerly First Corbin Financial) since 2004, the statewide boy and girl winner receive a partial college scholarship. The entire program is completely underwritten, thanks to various KHSAA corporate partners.

### **Forcht Group/KHSAA Sportsmanship Participant Program**

The KHSAA honors an athlete competing in each KHSAA championship in recognition of outstanding sportsmanship. The Forcht Group underwrites this worthwhile program and assists, when available, with the presentation.

### **National City Bank/KHSAA Scholarship Program**

Through its corporate sponsorship with National City Bank as the title sponsor for boys' basketball, NCB awards 32 scholarships, one boy and one girl from each basketball region, based on academic achievement.

### **Leachman Buick/GMC/KHSAA Scholarship Program**

Through its corporate sponsorship with Leachman Buick/GMC as the title sponsor for boys' and girls' golf, Leachman Buick/GMC awards scholarships at each event based on academic achievement.

### **Forcht Bank/KHSAA Baseball Scholarship Program**

Through its corporate sponsorship with Forcht Bank as the title sponsor for the State Baseball Tournament, Forcht Bank awards scholarships based on academic achievement.

## KHSAA POLICY ON TITLE IX (TITLE 20, U.S.C. TITLES, 1681-1688, ET. SEQ.)

### Background and Primary Policy

The KHSAA Board of Control fully supports facilitating the requirements of Title IX for all KHSAA member schools. The KHSAA began monitoring and auditing equity within KHSAA member school athletic programs (boys and girls) at the beginning of the 1999-2000 school year. The annual internal Title IX school audits are conducted by KHSAA staff members as well as outside contractors.

Duties of the KHSAA in managing high school athletics are set forth in 702 KAR 7:065. The regulation includes the following: "As a condition present to membership, require each member school and superintendent to annually submit a written certification of compliance with 20 USD Section 1681-83 (Title IX).

Initially, during the 1999-2000 school year, each school received a publication entitled, Title IX Guidelines for Compliance at the High School Level as well as the KHSAA Title IX Audit Document. This document contained forms and instructional material to allow personnel to evaluate the athletics program within the guidelines of Title IX, and submit this document to the KHSAA for review.

A) Definitions - Title IX refers to a portion of the education amendments of 1972, a federal law that prohibits gender discrimination in education programs that receive federal funds and includes athletic programs. The Title IX statute as amended became law June 23, 1972 with the implementation of the regulation for high schools effective in July of 1978.

B) Major Components of Title IX - In its simplest form, Title IX is about providing participation opportunities for students as well as the evaluation of the benefits they receive while participating in sports.

1) Opportunities. To assess participation opportunities a school may examine or determine if they comply with Title IX under one of three tests. To be compliant, a school shall pass one of the three tests:

- Athletic participation at a school is substantially proportionate to enrollment.
- School personnel shall demonstrate a history and continuing practice of program expansion that is responsive to the developing interests and abilities of the underrepresented sex.
- School personnel shall fully and effectively accommodate the interest and abilities of the underrepresented sex.

2) Benefits. Once it is determined that equivalent opportunities are provided, an examination of the 12 major athletics program components is made to determine if equivalent/comparable benefits are provided to all athletes. There are twelve major areas of benefits to be analyzed:

- Equipment and Supplies (i.e. uniforms, shoes, bats, balls, replacement schedules, etc.)
- Scheduling of Games and Practice Times (i.e. prime date basketball playing opportunities for girls, comparable prime practice times and length, equivalent number of contest for comparable sports, etc.)
- Travel and Per Diem Allowances (i.e. comparable modes of transportation, meal monies, room accommodations, etc.)
- Coaching (i.e. comparably skilled and experienced coaches, comparable coaching salaries, comparable coaching staff size, etc.)
- Locker Rooms, Practice and Competitive Facilities (i.e. comparable size locker rooms and amenities, lockers, practice facilities, etc.)
- Medical and Training Facilities and Services (i.e. comparable numbers of trainers, medical doctors [home and away], equal access to training facilities and weight rooms, etc.)
- Publicity (i.e. schedule cards, game programs, media guides, cheerleading quality, pep bands, mascots, trophy cases, recognition banners, dance teams [home and away], etc.)
- Support Services (i.e. support for coaches administrative needs, booster clubs, etc.)
- Tutoring
- Athletic Scholarships (\*)
- Housing and Dining Facilities and Services (\*)
- Recruitment of Student Athletes (\*)

(\*) NOTE: Items 10-11-12 do not normally apply at the

high school level.

C) Establishing and Monitoring a Local Title IX Plan. As part of the KHSAA compliance model, each member school/school district is required to form a Gender Equity Review Committee (GERC) for the purpose of evaluating the total athletics program and handling issues at the local level. Each school or school district is to create a Title IX plan and a timetable for corrective actions at the local level. The plan will include such things as an evaluation of the entire athletic program and corrective action if necessary on items such as practice times, facilities, coaching stipends and athletic budgets.

D) Annual Reporting. The KHSAA requires its member schools to annually submit Annual Report forms on or before April 15 for review by the KHSAA. Member school personnel are compelled to establish a Title IX plan for regular review and for necessary corrective action along with a timetable for correction. If a school is found to have serious Title IX compliance issues, the local school GERC will be given the initial opportunity to correct the inequities and submit a timetable for such action. The recommended time period for such implementation will be determined by the Commissioner and may vary depending upon the nature of the non-compliance issues and financial implications.

E) Summary: The KHSAA staff continues to report regularly to the Kentucky Board of Education regarding this project, and in particular, with non-compliance issues. This report routinely includes an overall review of the Association's progress in assisting the member schools in achieving compliance. The KHSAA, KBE, Kentucky Department of Education and Kentucky School Boards Association continue to work together to provide continuing education to the member school administrators to assist the schools in achieving gender equity in interscholastic athletics.

### Requirements for Basketball Prime-Date Scheduling

#### A) BASELINE REQUIREMENT

Each year, the KHSAA will audit all girls' regular season basketball schedules (hereinafter "current schedule"). These annual audits will begin with the first legal regular season playing date. Based on that audit, in the case that a school's total home games for girls' do not reflect at least 40% of those girl's home games being played on Friday night, Saturday or Sunday, the following penalty will be in place:

The school's boys' regular season total game schedule for the following school year's basketball season will be reduced by two games in comparison with the current boys' schedule.

The overall two contest reduction shall be achieved by reducing boys' home games.

In the case that a school does not have any home games, the two game penalty will be applied to away games.

In the unfortunate event that this penalty is imposed, the offending school shall consider the game a forfeit with respect to KHSAA Bylaws and shall comply with the provisions of Bylaw 24 as it relates to forfeit fees and other penalties, but the game may not be replaced on the offending team's schedule.

Schools may not schedule or enter additional tournaments from the benchmark year as a means of circumventing the penalties within this policy.

The school will be notified of this reduction in their total number of allowable boys' 2008-09 games by December 31st."

NOTE: It is important that schedules be posted on the KHSAA website accurately and on time. Equally important is the accurate designation and entry of which games are involved in tournaments, classics, festivals and other multi-game events.

Once the first legal playing date audit begins (November 26, 2007 for the 2007-08 season), appeals will not be allowed based on improperly submitted scheduling information or untimely posting of schedules.

#### B) APPLICATION OF REQUIREMENT AND EXAMPLES

On Monday, November 26, 2007 (first legal playing date for the 2007-08 season) Jones High School's regular season girls' basketball schedule reflects they are not playing 40% of their girls' total number of home games on Friday night, Saturday or Sunday.

During that same 2007-08 season, the boys' total number of all regular season games played is 23 as defined by Bylaw 25. Within this 23 count, there are 21 single games being played



and two tournaments counted in a reduced fashion per the rule.

The boys' team played six regular season home single games.

Due to non-compliance with the 40% requirement for girls', Jones High School's total number of allowable boys' regular season single games (not including or involving the allowable two tournaments that may be counted in a reduced fashion) for the 2008-09 regular season will be reduced to 21. The total allowable number of 2008-09 regular season home games may not exceed four single games.

Keeping in mind that contest reductions will occur for non-compliance, the KHSAA Staff will work with member schools to accomplish the identified contractual game reductions.

#### C) PRIME TIME PLAY RECOMMENDATIONS

If schools schedule boy/girl "prime date" double-headers, then girl's basketball starting game times shall be the second scheduled game of the double-header as follows:

One Double-Header (Optional As To Which Team Plays Second)

Two Double-Headers (Girls Game Shall Be Second At Least Once)

Three Double-Headers (Girls Game Shall Be Second At Least Once)

Four Double-Headers (Girls Game Shall Be Second At Least Twice)

Five Double-Headers (Girls Game Shall Be Second At Least Twice)

Six Double-Headers (Girls Game Shall Be Second At Least Three Times)

Seven Double-Headers (Girls Game Shall Be Second At Least Three Times)

Eight Double-Headers (Girls Game Shall Be Second At Least Four Times)

Nine Double-Headers (Girls Game Shall Be Second At Least Four Times)

Ten Double-Headers (Girls Game Shall Be Second At Least Five Times)



## POLICIES AND OPERATING PROCEDURES DAWAHARES/KHSAA HALL OF FAME

### Background of Agreement.

The Kentucky High School Athletic Association has entered into an agreement with the Dawahares clothing stores for that company to sponsor the Dawahares/Kentucky High School Athletic Association Hall of Fame. The agreement called for a ten year, \$150,000.00 (\$15,000 per year) commitment beginning in 1988 from the Dawahare family. (October, 1987 meeting.)

As a result of the construction of the new headquarters building, the Dawahare family agreed to prepay the entire amount of their sponsorship to assist in construction of the new office building. In addition, the sponsorship was extended an additional five (5) years with the donation of \$50,000 to pay for office furniture at the new building, and an in kind donation of selected furniture items for the facility.

During the 1999-2000 school year, the Association reached final agreement to extend the term of the contract an additional ten years (through the 2012 induction banquet) in exchange for a financial renewal from Dawahares.

### ARTICLE I: NAME AND TITLE SPONSORSHIP

#### Section 1: Name

The name of the this program shall be the Dawahares/KHSAA High School Sports Hall of Fame (hereinafter "Hall of Fame"), a program of the KHSAA under the jurisdiction of the Board of Control, and shall be located in Lexington, Kentucky.

#### Section 2: Title Sponsorship

Title Sponsorship of this program shall be approved by the Association through the Board of Control and is under contract with the Dawahare family, headquartered in Lexington. For the period covering the induction classes of 1988 through 2012, such title sponsorship is contracted with Dawahares, Inc. The Association reserves the right to seek additional sponsors if the Dawahares decline to continue as the primary sponsor.

### ARTICLE II: PURPOSE

#### Section 1: Basic Purpose

The Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of interscholastic sports in Kentucky. Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports. The Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of statewide recognition as examples for others to emulate.

### ARTICLE III: GOVERNANCE

#### Section 1: Governance

The KHSAA Board of Control in compliance with signed sponsorship agreements shall govern the Hall of Fame. The two-level selection process shall be governed and under the control of the Hall of Fame Screening Committee and the Hall of Fame Selection Committee.

### ARTICLE IV: CRITERIA FOR SELECTING INDUCTION CLASS

#### Section 1: Categories for Nomination

Individuals may be nominated representing four categories. The categories of Athlete, Coach, Official and Contributor are included on the nomination form for expediency in understanding the primary area in which an individual is to be considered for one's achievements in interscholastic athletics. The grouping is for screening purposes to assist those making the nominations in understanding the type of information required.

1. Athlete: A former high school athlete whose achievements as a high school athlete were extraordinary and merit statewide recognition. Such athlete shall have completed high school eligibility in all sports at least ten years prior to being eligible for nomination. Athletes who are being nominated are to be considered solely for their achievements in interscholastic athletics in this state.
2. Coach: A current (age 65 or over) coach whose accomplishments as a high school coach merit state recognition or former high school coach who has been inactive as a coach for a minimum of three school years whose accomplishments as a high school coach merit statewide recognition. Coaches would be considered on the merits of their high school coaching achievements alone.
3. Contest Official: A former high school contest official whose contributions as a high school contest official merit statewide

recognition. Contest officials are to be considered solely on the basis of their service as a high school official.

4. Contributor: An individual who has made outstanding contributions to interscholastic athletics on a statewide scale in some capacity other than Athlete, Coach or Official, including such areas as athletic administration, state association administration, sports medicine and sports media.

### Section 2: Desired Balance of Demographics in Selection Class

In addition to the nomination criteria and classes listed in Section 1, the Board of Control has as a stated objective, other criterion to fulfill the desire of proper and adequate representation.

1. Senior: An individual who is deceased, or at the time of consideration, has reached the age of 65.
2. Sections: For purpose of the selection process, the Sections of the state shall be bounded by the regional tournament boundaries in basketball. Section 1 shall be Regions 1-4, Section 2 shall be Regions 5-8, Section 3 shall be Regions 9-12, and Section 4 shall be Regions 13-16.
3. Underrepresented Populations: It shall be the objective of this project to seek to identify, nominate and select a balance of individuals including those from previously underrepresented populations. Such populations shall include female participants in all categories in Section 1 of this Article, minority (African American and others) participants in all categories in Section 1 of this Article, and an adequate number of seniors as defined in this section.

### Section 3: Desired Size and Demographics of Induction Class

The Selection Committee shall select the induction class for the following year. Each group of inductees shall include at least:

1. A selection class consisting of a minimum of twelve (12) inductees that shall be the pre-determined desired number each year;
2. Two inductees who are either deceased or 65 years old or older;
3. A minimum of one representative from each section as defined in Section 2 (b) of this Article; and
4. An appropriate demographic balance of all populations including those defined in Section 2 (c) with a minimum of two from each category.

### Section 4: Requirements for Nomination

In order to maintain the integrity of the program, the following criteria are established for nominations.

1. Nominees shall exemplify the highest standards of sportsmanship, ethical conduct and moral character. All candidates will be judged on their significant or long-term contributions to interscholastic athletics.
2. Candidates whose careers ended 50 or more years ago and who are deceased will be considered against the accomplishments of their contemporaries, as much as is possible. It is suggested that additional support material be included, such as letters from individuals who had some involvement with the nominee.
3. All applications shall clearly indicate the status of each candidate as it relates to the defined categories in Sections 1 and 2 of this article to allow for accurate comparison and consideration.

### Section 5: Nominations Procedures

The following procedures shall be utilized for nominations to the Hall of Fame.

#### Nomination Form

1. The Official Nomination Form approved by the KHSAA Board of Control and available from the KHSAA and its member schools shall be completed and submitted to and received by the KHSAA (Attn: Director of Promotions and Media Relations) along with appropriate support materials by November 1 of each year for a candidate to be considered for the following year's class. Any nomination received by the Association that does not contain active and current address and contact information for the nominee (or family if deceased) will not be considered.
2. In addition to the Official Nomination Form, the following materials may be submitted for an individual to be considered for induction.
  - Letters of Recommendation. A completed nomination form may be accompanied by letters of recommendation from the

person making the nomination, and other letters of support from appropriate individuals from the nominee's related high school career.

- In cases where other support material is difficult to obtain, additional letters may be in order to substantiate the individual's accomplishments or contributions. Letters of recommendation for other awards of honors may not be used as substitute for this requirement.
  - A limited number of newspaper clippings, magazine articles, copies of scorebooks and statistics may be included to help substantiate the accomplishments and contributions of the nominee. These materials shall focus on high school accomplishments and contributions and be listed in chronological order.
  - A 5x7 photographs, preferably black and white, are to be submitted with the nomination form.
3. Additional information and support documentation may be submitted with this form or may be requested by Association staff in order to process the nomination and all support material is to be submitted to and received by the KHSAA on or before December 15 in order to be considered at the next screening session.
4. The completed nomination form and support materials are to be sent to:  
Dawahares/KHSAA Hall of Fame  
2280 Executive Drive  
Lexington, Kentucky 40505
- Once the information forms are received by the KHSAA, all actions necessary to the selection process shall remain confidential.
- The Hall of Fame shall retain all information submitted. It is advisable to include a limited number of newspaper articles, magazine articles and other supportive materials that would be helpful to the Hall of Fame Screening Committee.
5. Nomination Eligibility  
Nomination of the Hall of Fame may be made by
- Representatives of Kentucky High School Athletic Association member schools
  - Appropriate Coaches, Officials, Administrators and Athletic Director Associations or members
  - Anyone else with connection or relation to the high school community
  - A representative of the KHSAA staff or Board of Control
6. Term of Nomination  
Following initial nomination, a candidate shall remain eligible for induction of the following five years. After this time has expired, the candidate's name may be required to be re-submitted on a new nomination form in order for that individual to be considered. This provision does not apply to candidates who are defined as "Seniors" in section 2.

## **ARTICLE V: PROCEDURES FOR SELECTING INDUCTION CLASSES**

### **Section 1: Hall of Fame Screening Committee:**

The Hall of Fame Screening Committee will meet annually to screen candidates based on the criteria approved by the Board of Control to be submitted to the Hall of Fame Selection Committee.

#### **Screening Committee Voting Members**

The Hall of Fame Screening Committee shall have voting members as follows:

1. Four to five members of the KHSAA Board of Control, appointed annually by the President. It shall be the normal practice that Board of Control members rising to the third year of their term on the Board shall serve on the Screening Committee;
2. The President of the Board of Control shall serve as chairman of the Selection Committee or may designate another member to serve in this capacity;
3. The Commissioner shall serve on the Screening Committee;
4. Two additional members of the KHSAA state association staff appointed by the Commissioner;
5. Three members of the media, one representing print outlets, one representing radio outlets and one representing television outlets. The KHSAA Media Advisory Committee shall select these members on an annual basis. In the absence of such committee action, these positions may be solicited from the

statewide organizations (Kentucky Press Association, Kentucky Broadcasters Association, etc.) that represent the desired groups. The Board of Control at its November meeting shall approve these nominations annually;

6. One member appointed by the representatives of the program title sponsor.

The KHSAA Board of Control will replace any vacancies that occur on the Screening Committee prior to the conclusion of terms, or resulting from any termination of Screening Committee membership.

### **SCREENING COMMITTEE DUTIES/RESPONSIBILITIES**

The duties and responsibilities of the members of the Hall of Fame Screening Committee shall be as follows:

1. Attend the annual meeting of the Screening Committee.
2. Annually evaluate nominations of individuals submitted to the KHSAA by the prescribed deadline date.
3. Approve only those individuals who had significant and or long-term contributions or accomplishments in high school sports and who meet the defined criteria.
4. Evaluate and recommend changes to the induction criteria and guidelines on an annual basis. After approving all worthy nominees, the Screening Committee will determine the number of candidates in each category that will be inducted. These numbers will be used to select the induction class after voting by the Selection Committee.
5. Keep all action of the Screening Committee confidential. Violation of this provision will result in removal from the committee.

### **SCREENING COMMITTEE VOTING PROCEDURES**

The voting procedures of the Hall of Fame Screening Committee shall be as follows:

1. KHSAA staff will provide to the Screening Committee members a compilation of all nominees eligible for consideration and all support material at the upcoming Screening Committee meeting.
2. Such listing of nominees shall be listed in a format where categorical representation in accordance with Sections 1 and 2 of Article IV is easily recognized.
3. These listings shall be cross-referenced to ensure that each person eligible is listed in all applicable categories.
4. This listing shall be provided to the members of the Screening Committee on or before March 1 to allow for ample time to consider all candidates.
5. Discussion will be held by each category and ensuring that all eligible candidates receive due consideration.
6. The Screening Committee shall review candidates based on information available at the time of the Screening Committee meeting.
7. The Screening Committee shall meet at a time and place designated in conjunction with the April Board of Control meeting to conduct the screening process.
8. The Screening Committee, provided adequate numbers of non-inducted nominees exist, shall forward not less than thirty-six (36) names (including those that remain eligible having been screened before) to the Hall of Fame Selection Committee for final consideration. It shall be the objective of this committee to keep the total number of screened individuals at or near the desired thirty-six (36) in order to offer continual consideration given the turnover in screening committee membership. This list shall be provided to the Hall of Fame Selection Committee on or before May 1 of each year. The Screening Committee, by majority vote or consensus, may forward groups of individuals en masse in an effort to meet the requirements of Section 3, parts (2), (3) or (4). If this step is taken in order to ensure a balanced pool of nominees to be considered by the selection committee, then the Screening Committee shall by majority vote or consensus, determine how this group screening impacts the policy of having thirty (36) forwarded to the Selection Committee.
9. All individual nominees approved by the Screening Committee and forwarded to the Selection Committee who do not receive the necessary votes from the Selection Committee for induction shall remain "screened" for five years, after which time the discussion and nomination procedure would begin anew. If the Screening Committee decides to screen a group en masse as

described in subsection 8 above, members of these groups that do not receive the necessary votes from the Selection Committee for induction shall remain "screened" for three years, after which time the discussion and nomination procedure would begin anew.

10. No candidate shall be considered who is not part of the material distributed as detailed in item 1 above.

## **Section 2: Hall of Fame Selection Committee**

The Hall of Fame Selection Committee will conduct balloting annually to screen candidates based on the list of candidates forwarded by the Screening Committee. This balloting shall be held in May near the time of the spring KHSAA Board of Control meeting.

### **Selection Committee Voting Members**

The Hall of Fame Selection Committee shall have voting members as follows.

1. The elected and appointed members of the Board of Control;
2. The Commissioner and three Assistant Commissioners;
3. The Director of Promotions and Media Relations;
4. One member appointed by the representatives of the program title sponsor.

The President of the Board of Control shall serve as chairman of the Selection Committee or may designate another member to serve in this capacity.

### **Voting Procedures**

1. At the discretion of the chair, the Hall of Fame Selection Committee may meet as a group or may choose to do its balloting by proxy ranking.
2. Hall of Fame Selection Committee members complete rating sheets which shall be viewed as preliminary notes to the process and return these to the KHSAA for tabulation.
3. No candidate failing to be forwarded by the Screening Committee shall be considered.
4. Selection Committee members shall rank candidates in order of desired induction preference, with the top listed person receiving the higher number of points.
5. After the initial tabulation of results, additional candidates beyond the desired class maximum size may be selected to ensure that each of the desired populations is represented.
6. Totaling the votes for each candidate and applying the ratios established by the Screening Committee determine the induction class.
7. The annual voting results of the Selection Committee will be confidential.
8. Inductees will be announced at a pre-determined time following the final selection process and after the individuals have been contacted and indicated that they will be present or represented at the induction ceremony.
9. Prior publicity concerning nominees is not appropriate and may result in elimination from future involvement in any phase of the selection process.

## **ARTICLE VI: INDUCTION CEREMONY**

The Hall of Fame Induction Ceremony is held each year at a pre-determined date. Inductees will be notified in writing if selected for the following year's class.

### **PAST INDUCTEES**

Information about the past induction ceremonies of the Dawahares/KHSAA Hall of Fame can be found on the KHSAA web site, [www.khsaa.org](http://www.khsaa.org).